



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext 1100 • FAX (508) 839-4602  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

**SELECT BOARD**  
**MEETING AGENDA AMENDED**

September 15, 2020

7:00 p.m. Regular Meeting

Zoom Conference Link:

<https://us02web.zoom.us/j/81550178294?pwd=YVRsK09sZkU0emZla2hvMS81aEcyUT09>

Passcode: 190962

Phone: 312-626-6799

Webinar ID: 815 5017 8294

Passcode: 190962

International numbers available: <https://us02web.zoom.us/j/kczDOOBAM5>

**Notice to meeting attendees:** A copy of the Grafton [PUBLIC MEETING REMOTE PARTICIPATION GUIDELINES](#) is attached to this agenda for reference. Please review the guidelines prior to joining the remote public meeting.

The Board will be holding a Public Comment section in the meeting, however, due to the limitations of remote participation it will be limited to written correspondence. Just like in person meetings, this section is limited to items not on the agenda. If you have something you would like heard during Public Comment, please document it, indicate that it is for the Public Comment section, please include your full name and address, and submit it to [Bos@grafton-ma.gov](mailto:Bos@grafton-ma.gov) by 2:00PM on the day of the meeting and it will be read into the record during the Public Comment section. General Correspondence to the Board will be handled as usual.

If a participant has a question pertaining to an agenda item, they may ask a question by using the Raise Hand function of the webinar. The participant will be called on by the Board and then temporarily brought in as a panelist by the host to ask their question. Following the Q&A, the resident will be returned to a participant status.

**CALL TO ORDER**

**ANNOUNCEMENTS**

## **PUBLIC COMMENTS**

### **1. SCHEDULE**

a.) [Charter Franchise License Agreement](#)

### **2. RESIGNATIONS**

a.) [Assistant Town Administrator – Rebecca Meekins](#)

### **3. APPOINTMENTS / SELECT BOARD**

### **4. APPOINTMENTS/TOWN ADMINISTRATOR**

### **5. NEW BUSINESS**

a.) [Action RE: Town Administrator's MGL Ch. 268A Sec. 19 Disclosure Statement](#)

b.) [Action RE: Building Department Fee Schedules](#)

### **6. SELECT BOARD REPORTS / TA REPORTS**

#### **SELECT BOARD**

Excel Spreadsheet for Project Tracking

Goals Meeting Update

#### **TOWN ADMINISTRATOR**

### **7. CORRESPONDENCE**

### **8. DISCUSSION**

### **9. MEETING MINUTES**

a.) [September 1, 2020](#)

### **10. ON GOING ISSUES – FOR REVIEW AND INFORMATIONAL PURPOSES**

a.) Select Board Policies

b.) Election Audit

- c.) Grafton Strong Marketing
- d.) Local Tax Relief Committee
- e.) Library Building Project
- f.) Tri-Com
- g.) Town Accountant Position
- h.) Fire Chief Transition Plan
- i.) Fire Inspector Position
- j.) Adams Road
- k.) 4LEAF Permitting Update
- l.) DPW Building Project
- m.)MCO Rental Relief
- n.) Creation of Charge for Land Database
- o.) Upton Street RFP
- p.) FAQ For TA Search Committee for Town Website
- q.) TA Search Committee

## **ADJOURN**

**Complete Select Board Meeting Packet is available end of business on Friday at: <https://www.grafton-ma.gov/select-board/pages/select-board-meeting-packets>**



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(508) 839-5335  
FAX (508) 839-4602

**PUBLIC MEETING  
REMOTE PARTICIPATION GUIDELINES**

March 24, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the various Boards and Committees representing the Town of Grafton will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

**In Advance of Meetings:**

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Clerk's Office.
- All members should receive the same documents for the meeting electronically
- Supporting documents should be posted on the Town website and be available for members of the public.
- For meetings with public participation, encourage written public comments.

**Essential Components for Remote Meetings:**

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.
- Ability to record meeting for playback (this is not required under the order, but is preferred)
- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meetings with public hearings must provide access for third party participation to all members of the committee.

**Identifying the Proper Medium to Conduct Meetings:**

While we are suspending the use of Municipal Center Conference Rooms and the local broadcasting equipment, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Executive Town of Grafton Zoom Account with Webinar Functions* – this account was purchased by the Town Administrator's Office and has a webinar function for hosting meetings that require public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearings and require third party participation through public comments or from

applicants seeking permits. (includes but is not limited to: Select Board, Planning Board, ZBA, CPC, School Committee, Conservation Commission)

- At this time, the Town only has one executive host account with a webinar feature. If you wish to use the executive zoom account with webinar feature, you may need to schedule meetings at different times/days than your board typically meets to ensure no conflict with other meetings.
- *Standard/Free Zoom Accounts* – Anyone can access a free zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow for Boards and Committees to record their meetings for future playback and the ability to share screens. Please note that there are several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Free Conference Call Line*- For Boards and Committees that typically do not have recorded meetings and require little third-party interaction, the free conference call line is an option. This option does not have a record feature so accurate minute taking is critical.
- *Local Cable Access*- Currently, the town is not allowing for local cable access broadcast through the conference rooms in the Municipal Center. However, to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

### **Use of Zoom for Remote Access to Public Meetings**

Zoom Video Communications, Inc. (“Zoom”) can be used for remote conferencing services to allow for remote access to public meetings. Access numbers and web addresses will be provided as part of each meeting’s agenda posted to the town calendar on the homepage of Grafton’s website, [www.grafton-ma.gov](http://www.grafton-ma.gov).

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcasted by Grafton Access Television through Zoom’s “Record” feature.

### **Protocols for Remote Public Meetings Using the Webinar Feature**

- All participants entering the meeting via a personal computer (“computer participants”) are required to rename themselves with their official first and last name.
- Computer participants are encouraged to click on the “Participants” feature in Zoom to view all participants and to view/use the “Q&A” function to pose questions on the bottom of the screen.
- Computer participants may “Pin” to a particular video screen.
  - It is recommended to “Pin” to the staff member associated with the committee, or in the case where there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/Chair’s video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairman will identify him or herself.
- The Chairman will conduct a roll call of the Board.

- The Chairman will call the meeting to order.
- All participants (excluding Board members) will be muted throughout the meeting and must use the Q&A function.
- All participants are required to include their name and address when using the chat feature to pose a question through the Chairperson.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
  - Only computer participants will be able to view documents.
- If and when the Chairman allows for public comments/questions, it will be conducted in the following sequence:
  1. The Chairman will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant responses.
  2. The Chairman will read real-time comments/questions typed by computer participants in the “Q&A” feature followed by real-time Board and/or applicant responses.
    - Computer participants must click on “Q&A” to enter their comment/question.
    - The staff or Chair will address the question live to the Board. It will be discussed and then marked “answered” by the staff or Chair.
  3. The Chairman will ask if any other participants accessing the meeting have comments/questions.
- Board members needing to be recused at any point during the course of a meeting will be placed in a virtual “Waiting Room” by the staff person or Chairperson.

Directions to access meetings will be posted on agendas for the public when available.

**1 a) SCHEDULE – CHARTER FRANCHISE LICENSE AGREEMENT**

The Franchise License Agreement will be available at the meeting. If it is not, the vote will be postponed to next week.

**Motion:** I move the Board vote to sign the Charter Franchise License Agreement.

**2 a) RESIGNATIONS – ASSISTANT TOWN ADMINISTRATOR – REBECCA MEEKINS**

**Motion:** I move the Board vote to accept the resignation of Assistant Town Administrator, Rebecca Meekins, effective September 18, 2020.

**5 a) NEW BUSINESS – ACTION RE: TOWN ADMINISTRATOR’S MGL CH. 268A SEC. 19 DISCLOSURE STATEMENT**

Please see the attached documents.

**Motion:** I move the Board vote to authorize the Chairman to sign Temporary Town Administrator, Carter Terenzini’s Disclosure of Non-Elected Municipal Employee Financial Interest and Determination by Appointing Authority as required by MGL Chapter 268A section 19.

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

30 Providence Road \* Grafton, MA 01519 \* (508) 839-5335

[terenzinic@grafton-ma.gov](mailto:terenzinic@grafton-ma.gov) \* [www.grafton-ma.gov](http://www.grafton-ma.gov)

**TO:** SelectBoard

**FROM:** Carter Terenzini, Temporary Town Administrator *Carter*

**RE:** MGL Ch. 268A §19 Disclosure Statement

**DATE:** September 8, 2020

**CC:** file



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As one of the duties of this Office, I am required to review and approve the payroll and accounts payable warrant(s). My salary and occasional travel reimbursements are paid by means of those approved warrants. While the warrants have not contained any such payments to date, they shortly will.

Notwithstanding the Charter having set forth this duty, I must seek your approval to carry out this duty. You must, by majority vote, determine that my "... financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee." Should you not be able to make such a finding, I am subject to sanction by the Massachusetts Ethics Commission.

I respectfully ask that you do make such a finding and authorize the Chair to sign the form providing me with a copy and placing the original on file with the Office of the Town Clerk.

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST  
AND DETERMINATION BY APPOINTING AUTHORITY  
AS REQUIRED BY G. L. c. 268A, § 19**

	<b>MUNICIPAL EMPLOYEE INFORMATION</b>
Name:	
Title or Position:	<i>Temporary Town Administrator</i>
Municipal Agency:	<i>Town of Grafton</i>
Agency Address:	<i>30 Providence Road Grafton, MA 01519</i>
Office Phone:	<i>508.839.5335 x1180</i>
Office E-mail:	<i>BoSgroup@grafton-ma.gov</i>
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	<b>PARTICULAR MATTER</b>
Particular matter  E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter.  <i>Authorize payment of payroll and accounts payable.</i>
Your required participation in the particular matter:  E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter.  <i>Review &amp; Approve Warrants By Which Payment Is Made</i>
	<b>FINANCIAL INTEREST IN THE PARTICULAR MATTER</b>
Write an X by all that apply.	<input checked="" type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. My bi-weekly pay (\$2,000+) and travel or other reimbursements is made by means of these warrants.
Employee signature:	<i>Carla Terenzi</i>
Date:	09/09/20

#### DETERMINATION BY APPOINTING OFFICIAL

	<b>APPOINTING AUTHORITY INFORMATION</b>
Name of Appointing Authority:	Grafton Select Board
Title or Position:	Five Member Public Body
Agency/Department:	Office of the Select Board
Agency Address:	30 Providence Rd Grafton, MA 01519
Office Phone:	508.839.5335 x 1180
Office E-mail	BoSgroup@grafton-ma.gov
	<b>DETERMINATION</b>
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	Peter Carlson, Chairman _____
Date:	✓
Comment:	By majority vote of the Select Board on this _____ day of _____, 2020.

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

**5 b) NEW BUSINESS – ACTION RE: BUILDING DEPARTMENT FEE SCHEDULES**

Bob Berger will be present to discuss the attached proposed fee schedule for the Building Department.

**Motion:** I move the Board vote to approve the adjustment of the Building Department fee schedule as presented with an effective date of January 1, 2021.

**I make a motion to adjust the building department fee schedules as depicted in exhibit A, B, C and D, effective date, January 1, 2021.**

This is a synopsis of the building department permit fee schedules for proposed changes on building, electric, plumbing, gas, mechanical permit fees.

When utilizing on-line permitting, we find that it is very time consuming to enter the data for the applicants. A main reason for implementing on-line permitting is to have the applicant perform the task of entering their data into the system. Additionally, under Mass General Law we cannot refuse paper applications. We can only suggest that they use our on-line permitting. With respect to the electrical fee schedule on the commercial projects, it has not been updated for over 15 years. The old fee schedule is obsolete and the building department finds that it is too outdated. We took a survey of our sister towns and we are trying to adopt their methodology of \$10 per thousand of the electrical cost of construction.

As depicted in exhibit A (Building Permit Fee Effective January 1, 2021)

1. Change **building** permit fee to add
  - data entry into on-line permitting program new residential construction \$300.00
  - residential addition / alterations \$150.00

As depicted in exhibit B (Electric Permit Fee Effective January 1, 2021)

2. Change **electric** permit fee to add data entry fee and change fee structure on commercial projects.

Commercial - New Construction Addition / Renovation / Alterations

- \$150 plus \$10.00 per \$1,000.00
- Inspections/Additional Inspections/Re-Inspections Partial \$50.00
- data entry into on-line permitting program \$100.00

As depicted in exhibit C (Mechanical Permit Fee Effective January 1, 2021)

3. Change **mechanical** permit fee to add
  - data entry into on-line permitting program \$100.00

As depicted in exhibit D (Plumbing & Gas Permit Fee Effective January 1, 2021)

4. Change plumbing / gas permit fee to add
  - data entry into on-line permitting program \$100.00

## Exhibit A

### **Building Permit Fee Effective January 1, 2021**

### **# of inspections needed for proposed work**

New Construction – Residential & Commercial	\$10 per \$1,000 of *Construction Cost, \$50 minimum per inspection	<b>7</b>
Fire Protection Systems inspection not covered under 3 <sup>rd</sup> party review	\$200.00 per inspection with a time limit of 2 hours for Building & Fire Inspectors, \$25.00 for every 15 minutes over the allotted limited time	
Additions/Alterations/Renovations	\$ 10 per \$1,000 of *Construction Cost, \$50 minimum per inspection	<b>4</b>
Commercial Roofing	\$.12 per square foot	<b>1</b>
Commercial Roofing, Use Group R2 & R3	\$ 50.00 per dwelling unit	<b>2</b>
Residential Roofing	\$ 50.00	<b>1</b>
Residential Replacement Siding (plus Electric Permit \$50.00 for 1 inspection)	\$ 50.00	<b>1</b>
Residential Replacement Windows	\$ 50.00	<b>1</b>
Swimming Pools		
Inground	\$100.00	<b>2</b>
Above Ground	\$ 50.00	<b>1</b>
Storage Sheds (under 200 sq. feet)	\$ 50.00	<b>1</b>
Decks/Porches	\$10 per \$1,000 of Construction Cost, \$50 minimum per inspection	<b>3</b>
Demolition	\$ 50.00	<b>1</b>
Moving Structures	\$100.00	<b>2</b>
Zoning Permit	\$ 50.00	<b>1</b>
Solar Projects		
Commercial Projects	\$150.00 Plan Review + \$10 per \$1,000 of the project value	
Residential	\$ 10.00 per \$1,000 of the project value	<b>1</b>
Tents	\$ 50.00	<b>1</b>

Wood and Pellet Stoves	\$ 50.00	1
Home Occupation Permits	\$ 50.00	1
Duplicate Permits	\$ 50.00	0
Sign Permits	\$ 50.00	1
Reinspection Fee	\$ 50.00	1
Commercial Plan Review	\$150.00	0
Temporary Construction Office Trailer	\$150.00	1
Gas Tank Service Equipment	\$150.00	3

## START WORK WITHOUT A PERMIT

**DOUBLE THE PERMIT FEE**

page 1

### Data entry into on-line permitting program

New Residential Construction	\$300.00
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Residential Addition / Alterations	\$150.00
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## Exhibit B

### Electrical Permit Fees Effective January 1, 2021

<b>Residential-New Construction</b>		# of Inspection needed for proposed work
Single Family Dwelling-All Inspections Per Dwelling Unit	\$150.00	4
Partial Inspections/Additional Inspections/Re-Inspections	\$ 50.00	1
Each Additional Dwelling Unit	\$100.00	3
Sewer Pump	\$ 50.00	1
Smoke and Heat Detectors	\$ 50.00	1
Solar Hot Water Heater	\$ 50.00	1
Jacuzzi	\$ 50.00	1
Central Vacuum Systems	\$ 50.00	1
Temporary Service	\$ 50.00	1
Vinyl Siding Luminaries Removal and Replacement	\$ 50.00	1
Water Pump	\$ 50.00	1
Burglar and Security Alarms	\$ 50.00	1
Air Conditioner Installation	\$ 50.00	1
De-Icier Heating Cable Installation	\$ 50.00	1
<u>Residential-Existing Dwellings</u>		
Additions-Rough and Final Inspections	\$100.00	2
Additional Outlets	\$ 50.00	1
Underground Inspections	\$ 50.00	1
Service Change	\$ 50.00	1
Swimming Pools-In ground and Above Ground Pools	\$100.00	minimum of 2 maximum 4
Two -Four inspection for pools		
Inspections/Additional Inspections/Re-Inspections Partial	\$ 50.00	
<u>Commercial - New Construction Addition / Renovation / Alterations</u>		
	\$150 plus \$10.00 per \$1,000.00	2
Inspections/Additional Inspections/Re-Inspections Partial	\$50.00	
Annual Electrical Permit Fees-If Applicable	\$250.00	
Carnivals	\$ 50.00	
Signs	\$ 50.00	
<u>Commercial-Additions/Alterations/Repairs Low Voltage</u>		
Low Voltage per Fixture	\$ 50.00 + \$5.00	
Inspections/Additional Inspections/Re-Inspections Partial	\$ 50.00	
Data entry into on-line permitting program	\$100.00	

## Exhibit C

### Mechanical Permit Effective January 1, 2021

		<u># of Inspection needed for proposed work</u>
New Construction-Residential (two inspections)	\$100.00	2
Additions/Alterations/Renovations (one inspection)	\$50.00	1
• Chimney Liner		
• Combo Heating & Cooling units		
• Duct Work		
• Exhaust Fan		
• Dryers gas or electric		
• Automatic Flue Dampers		
Duplex single family (per unit)	\$100.00	2
Single Family Condominium (two inspections)	\$100.00	2
Multi Family apartments (per unit) (two inspections)	\$100.00	2
For secondary heat source in any residence (l; e. gas logs, wood stove, etc.) No Charge when in conjunction with building permit or \$50.00		

### **Commercial**

\$0 to \$2,000 \$50.00 (minimum)

\$2,000 and up Fee: \$50 for the first \$2,000 plus \$5.00 for each additional \$1,000 or fraction thereof

Data entry into on-line permitting program

\$100.00

**Exhibit D****Plumbing and Gas Permit Fees**  
**Effective January 1, 2021****Residential-New Construction Plumbing and Gas** **# of Inspection needed for proposed work**

Single Family Dwelling-All Inspections Per Dwelling Unit	\$150.00	3
Partial Inspections/Additional Inspections/Re-Inspections	\$ 50.00	1
Underground Inspections	\$ 50.00	1

**Residential-Existing Dwellings**

Additions-Rough and Final Inspections	\$100.00	2
Underground Inspections	\$ 50.00	1
Sewer Tie In	\$ 50.00	1
Electric Water Heater	\$ 60.00	1
Includes one Permit (Plumbing Permit)		
Gas Water Heater	\$ 75.00	1
Includes Two Permits (Plumbing & Gas Permit)		

**Commercial Plumbing and Gas** **# of Inspection needed for proposed work**

Plumbing Permit Fee-Per Unit	\$150.00 + \$10.00 Per Fixture	
Plumbing Replacement Fee-Per Unit	\$ 100.00+ \$10.00 Per Fixture	
Gas Permit Fee-Per Unit	\$150.00 + \$10.00 Per Fixture	
Gas Replacement Fee-Per Unit	\$100.00 + \$10.00 Per Fixture	
Underground Inspections	\$ 75.00	1
Electric Water Heater	\$ 75.00	1
Includes one Permit (Plumbing Permit)		
Gas Water Heater	\$ 150.00	1
Includes Two Permits (Plumbing & Gas Permit)		
Data entry into on-line permitting program	\$100.00	

**Electrical Permit Fees**  
**Effective January 1, 2009**

<u>Residential-New Construction</u>		<u># of Inspection needed for proposed work</u>
Single Family Dwelling-All Inspections Per Dwelling Unit	\$150.00	<b>4</b>
Partial Inspections/Additional Inspections/Re-Inspections	\$ 50.00	<b>1</b>
Each Additional Dwelling Unit	\$100.00	<b>3</b>
Sewer Pump	\$ 50.00	<b>1</b>
Smoke and Heat Detectors	\$ 50.00	<b>1</b>
Solar Hot Water Heater	\$ 50.00	<b>1</b>
Jacuzzi	\$ 50.00	<b>1</b>
Central Vacuum Systems	\$ 50.00	<b>1</b>
Temporary Service	\$ 50.00	<b>1</b>
Vinyl Siding Luminaries Removal and Replacement	\$ 50.00	<b>1</b>
Water Pump	\$ 50.00	<b>1</b>
Burglar and Security Alarms	\$ 50.00	<b>1</b>
Air Conditioner Installation	\$ 50.00	<b>1</b>
De-Icier Heating Cable Installation	\$ 50.00	<b>1</b>
<u>Residential-Existing Dwellings</u>		
Additions-Rough and Final Inspections	\$100.00	<b>2</b>
Additional Outlets	\$ 50.00	<b>1</b>
Underground Inspections	\$ 50.00	<b>1</b>
Service Change	\$ 50.00	<b>1</b>
Swimming Pools-In ground and Above Ground Pools	\$100.00	<b>minimum of 2 maximum 4</b>
Two -Four inspection for pools		
<u>Commercial-New Construction</u>		
60-100 Amps	\$100.00	
101-200 Amps	\$120.00	
201-400 Amps	\$140.00	
401-600 Amps	\$160.00	
601-1000 Amps	\$180.00	
1000 Amps	\$200.00	
Annual Electrical Permit Fees-If Applicable	\$250.00	
Carnivals	\$ 50.00	
Signs	\$ 50.00	
<u>Commercial-Additions/Alterations/Repairs</u>		
Per 5000 Square Feet	\$ 50.00	
Low Voltage per Fixture	\$ 50.00 + \$5.00	
Inspections/Additional Inspections/Re-Inspections Partial	\$ 50.00	

proposing to be  
updated as  
indicated on  
page 1

## WIRING PERMIT FEE SCHEDULE

This fee schedule is effective as of January 1, 2016

- Re-inspection fee for each notice is \$75.
- After hours inspection fee \$220.
- **There will be a surcharge of \$150 plus Permit Fee for work started without a permit**

### NEW HOUSE / CONDOMINIUM (PER UNIT)

Type of Amp	Fee
NEW HOUSE/PER UNIT 100 / 200 Amp Service	\$175
Each Additional 100 Amp	\$50

### RESIDENTIAL WIRING FEES (ONE OR TWO FAMILY DWELLINGS)

Type of Alteration	Fee
All Other Residential Work	\$18. per \$1000 or Fraction Thereof of Electrical Fair Valuation
Minimum Fee	\$75

### COMMERCIAL WIRING FEES (INCLUDES 3+ FAMILY DWELLINGS)

Type of Alteration	Fee
All Commercial Work	\$22. Per \$1000. or Fraction Thereof of Electrical Fair Valuation
Minimum Fee	\$100
Yearly Maintenance Fee	\$150. Per Electrician

<b>BUILDING</b>	<b>EFFECTIVE 7/1/2017</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>MINIMUM</b>
1&2 FAMILY RES/NEW	\$8/1000	\$100
BASEMENTS/RENO	\$8/1000	\$100
ADDITIONS	\$8/1000	\$100
ROOFTOP SOLAR	\$8/1000	\$100
ROOF/SIDING/WINDOWS	\$8/1000	\$100
DECKS	\$8/1000	\$100
SHED (>120 S.F)	\$8/1000	\$100
SHED (<120 S.F)	\$50	
IG POOL	\$8/1000	\$150
AG POOL	\$50	
POOL FENCE	\$50	
GROUND MOUNT SOLAR	\$10/1000	\$250
RES GARAGES	\$8/1000	\$100
TEMPORARY SIGNS	\$50	
PERMANENT SIGNS	\$75	
CELL TOWER, ETC.	\$10/1000	\$250
COMMERCIAL - ALL TYPES	\$10/1000	\$250
SOLID FUEL	\$50	
SHEET METAL	\$8/1000	\$100
DEMO	\$100	
TENTS	\$50	
REINSPECTION	\$50	
TEMPORARY TRAILER	\$100	
NO PERMIT	DOUBLE	
LOST CARD	\$50	
ANNUAL INSPECTION	\$100	
OCCUPANCY INSPECTION	\$100	
EXTRA NEEDED INSPECTIONS	\$50	

<b>GAS</b>	<b>EFFECTIVE 7/1/2017</b>
<b>SERVICE</b>	<b>FEES</b>
1&2 FAMILY	\$75+10/FIXTURE
ADDITIONS/RENO	\$75+10/FIXTURE
APPLIANCE	\$50
GAS LOG	\$50
POOL HEATER	\$50
GENERATOR	\$50
MISC	\$50
REINSPECTION	\$50
COMM/INDUST	\$100+10/FIXTURE
NO PERMIT	DOUBLE
COMM. ADDL INSPECTION	\$50
COMM. HOOD INSPECTION	\$50

<b>ELECTRIC</b>	<b>EFFECTIVE 7/1/2017</b>
<b>SERVICE</b>	<b>FEES</b>
1&2 FAMILY	\$150
ADDITION/RENO	\$100
GARAGE	\$100
OVERHEAD NEW SERV	\$50
RES SOLAR	\$100
ADD METER/PER SOCKET	\$100
TEMPORARY SERVICE	\$100
MISC/APPLIANCE	\$50
IG POOL	\$100
AG POOL	\$50
ALARMS	\$50
SIGNS	\$50
REINSPECTION	\$50
NEW COMM/INDUST	\$200+5/1000
NO PERMIT	DOUBLE
EXTRA INSPECTION	\$50
SHOW/CARNIVAL	\$100
EMERGENCY/AFT HOURS	\$200
UG SERVICE	\$100
EXIST COMM/INDUST	\$100+5/1000

<b>PLUMBING</b>	<b>EFFECTIVE 7/1/2017</b>
<b>SERVICE</b>	<b>FEES</b>
1&2 FAMILY	\$75+10/FIXTURE
ADDITION/RENO	\$75+10/FIXTURE
REPAIRS	\$50
BACKFLOW	\$50
MISC	\$50
SEWER TIE IN	\$50
REINSPECTION/ADDL	\$50
COMM/INDUST	\$100+10/FIXTURE
NO PERMIT	DOUBLE
HEATER/BOILER	\$75
TEST	\$75
GREASE TRAP	\$100

# Town of Shrewsbury Electric Permitting Fees\*

*Proposed Effective January 1, 2019*

Residential	Permit Fee	SELCO Work request #
New house (single family, per unit apt./condo, duplex - 3 inspections)	\$80	Y
Temporary Service – Overhead (1 inspection)	\$50	Y
Temporary Service – Underground (2 inspections)	\$80	Y
Swimming pool (2 inspections)	\$80	N
Addition and/or remodeling	\$80	N
Solar (2 inspections)	\$80	Y
Service upgrade (1 inspection)	\$50	Y
Water heater, oil/gas burner, HVAC	\$50	N
Electric demolition (1 inspection)	\$50	Y
Fire alarm, security systems, telephones, computer wiring (1 inspection)	\$50	N
Additional inspection and/or re-inspection	\$50 per additional inspection	N
Home Wiring, Additional Outlets/Fixtures	\$50	N

Commercial/Industrial	Permit Fee	
Fee based upon electrical construction cost. <i>Construction cost includes all demolition and construction, labor, materials, switchgear, conduit, wiring, low voltage wiring and other appurtenances.</i>	\$100 plus \$6 per \$1,000 of electrical construction cost.	Y for New/Upgrade Service or Temp Service
Additional inspection and/or re-inspection	\$50 per additional inspection	N

\* The above fee schedule applies for all electrical permits submitted using the Town of Shrewsbury online permitting system. Permit applications may also be submitted using the standard paper form supplied by the Commonwealth. However, an additional manual entry fee of \$15 will be applied to all permits submitted on paper. The Town of Shrewsbury REQUIRES an email address from the applicant for any paper permits submitted as all permit status updates are produced automatically through our online system once the permit has been entered by staff. Please note: paper permits may take up to 3 business days to process.



# TOWN OF WESTBOROUGH MASSACHUSETTS 01581

## BUILDING DEPARTMENT

FORBES MUNICIPAL BUILDING  
45 WEST MAIN STREET  
WESTBOROUGH, MA 01581  
TEL. (508) 366-3015  
FAX. (508) 366-3018

BUILDING COMMISSIONER  
ZONING ENFORCEMENT OFFICER

FREDERICK J. LONARDO

## ELECTRICAL PERMIT FEE SCHEDULE

### *RESIDENTIAL*

NEW (per dwelling unit or house addition)	\$100.00 plus \$.50 per amp
Renovations/Additions/Alterations	\$50.00

PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION.

### *NON-RESIDENTIAL (PER TENANT SPACE)*

#### COMMERCIAL- BUSINESS -INDUSTRIAL

NEW (CONSTRUCTION)	\$.50 per amp
Additions/Renovations/Alterations	\$50.00 plus \$10.00 per \$1000.00 Or portion there of - Electrical Construction Cost

PERMIT FEE WILL PROVIDE ONE ROUGH AND ONE FINISH INSPECTION.

All other additional inspections and re-inspections shall be at the rate of \$40.00 per inspection.

A separate electrical permit shall be filed for each dwelling unit or tenant space. The fee is **DOUBLED** if work proceeded without obtaining proper permit in conformance with Massachusetts Electrical Code. A fee of \$40.00 will be charged for re-inspection necessitated by faulty, illegal or installation not in accordance with the requirements of Massachusetts codes. Re-inspection fees shall be paid by contractor, electrician or other persons doing work before re-inspection made.

### *MISCELLANEOUS*

- (1) If within ninety days following issuance of a permit no work has commenced or if work has been commenced but is not being prosecuted, the permit shall lapse and become void.
- (2) A \$25.00 fee must be paid if inspector is not notified within 5 days of completion of work.

## New Construction

Under \$10,000.00 Electrical Fair Valuation \$200.00 minimum

Over \$10,000.00 Electrical Fair Valuation \$8.00 per \$1,000.00 or fraction thereof

## Additions, renovation, fit-up (existing service)

Under \$1,500.00 Electrical Fair Valuation \$85.00 minimum

- Plus - \$8.00 per \$500.00 or fraction thereof over \$1,500.00 Electrical Fair Valuation
- Plus - \$8.00 per \$1,000.00 or fraction thereof over \$10,000.00 Electrical Fair Valuation

Service Upgrades \$1.00 per amp

(Underground service add \$150)

## Solar Wiring, Generator

Under \$50,000.00 Electrical Fair Valuation \$300.00 minimum

- Plus - \$8.00 per \$1,000.00 or fraction thereof over \$50,000.00 Electrical Fair Valuation

## Fire, Security, Data, Temperature Control

Under \$1,500.00 Electrical Fair Valuation \$85.00 minimum

- Plus - \$8.00 per \$500.00 or fraction thereof over \$1,500.00 Electrical Fair Valuation
- Plus - \$8.00 per \$1,000.00 or fraction thereof over \$10,000.00 Electrical Fair Valuation

Temporary Service \$110.00

**9 a) MEETING MINUTES SEPTEMBER 1, 2020**

See the attached meeting minutes.

**Motion:** I move the Board vote to approve the September 1, 2020 meeting minutes as presented.



## OFFICE OF THE SELECT BOARD

30 Providence Road  
Grafton, MA 01519  
(508) 839-5335  
BOSGroup@grafton-ma.gov  
www.grafton-ma.gov

### SELECT BOARD Meeting Minutes September 1, 2020

#### CALL TO ORDER

A meeting was called to order at 7:00PM by Chairman Peter Carlson. In attendance were: Chairman, Peter Carlson, Vice Chairman, Doreen DeFazio, Clerk, Colleen Roy, Ed Prisby, and Mathew Often. Staff in attendance were: Temporary Town Administrator, Carter Terenzini, Assistant Town Administrator, Rebecca Meekins, Director of Public Works, Paul Cournoyer. All Select Board members, staff, and guests in attendance were acknowledged and the Remote Meeting Participation Guidelines were read by Mr. Carlson.

#### ANNOUNCEMENTS

Mr. Carlson read the announcements.

#### PUBLIC COMMENT

There was no public comment.

#### SCHEDULE

#### CAPITAL IMPROVEMENT PLANNING COMMITTEE TO DISCUSS WARRANT ARTICLE LANGUAGE

Ms. Roy stated the Capital Improvement Planning Committee (CIPC) had an updated Committee Charge they would like to review with the Board and they would like to see if the Board would sponsor a by law at the Fall Town Meeting.

The updated charge was originally provided to the Board in December and has since been further updated. The new copy was provided to the Board. She stated the committee used the DLS Capital Improvement Planning Guide to develop the charge. The new committee charge is based largely on the By Law contained in the DLS Capital Improvement Planning Guide.

Board members discussed the Committee Charge asking questions of the CIPC members regarding specific wording of the charge, and if concerns around projects by passing CIPC are alleviated by this charge.

A motion was made by Ms. Roy, seconded by Mr. Prisby to accept the updated charge as written with the changes discussed. The motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye; Carlson, aye.

Ms. Roy stated the by law presented to the Board is basically the same as that presented at the 2019 Fall Town Meeting with a few changes made based up the feedback received at that meeting. It is being presented for Board's consideration as an article for the Fall Town Warrant.

Ms. DeFazio asked about the highlighted items regarding dates not completed in the by law. CIPC was split on their decision around this section of the by law and are looking for the Board's feedback.

Mr. Terenzini, at the request of Mr. Often provided his experience with the capital improvement planning budget time line he has seen and worked with in other towns. The Board discussed with him how the capital planning process has worked in the past. Mr. Terenzini stated the earlier the plan is given the Town Administrator, the better. He also stressed that he felt dates in the by law would be better than "days before". The Board discussed what would be an adequate timeframe for the CIPC to adequately review and score items on the capital list. Ms. Roy feels strongly December 15<sup>th</sup> should be used to ensure there is adequate time.

Mr. Marr highlighted this process would not be in effect for this year's budget cycle since the by law would not take effect until after Fall Town Meeting.

Mr. Carlson stated a motion would not be needed as the Board will vote on this warrant article in the coming weeks.

## **DISCUSSION**

This discussion item was taken out of order on the agenda.

## **FINE FREE LIBRARY IN 2021 DISCUSSION AND TAKE ACTION**

Aaron Vandesteen provided background on the fine free library concept and illustrated examples of where it has been effectively implemented. The intent is to open the new library as a fine free library in June 2021. He added that approximately \$7,000 is received annually in fines and the cost to administer the fines is approximately \$6,500. The Finance Committee voted unanimously to support this proposal.

The Board discussed the pros and cons of the proposal including the benefit to families as well as concerns that the town will now be losing an income source.

Terri Turgeon entered the meeting as part of the Q&A process.

Ms. Roy made a motion, seconded by Ms. DeFazio the Board vote to send a letter of support for a fine free library with the opening of the new library in 2021 to the Library Board of Trustees. Mr. Prisby stated this was a very progressive idea, but more information was needed regarding the library costs. The motion passed 3-2 by roll call vote: Roy, aye; DeFazio, aye; Often, nay; Prisby, nay; Carlson, aye.

## **SCHEDULE**

### **VOTE TO SIGN FOUR CHAPTER 90 REIMBURSEMENT REQUESTS RELATED TO MAIN STREET PROJECT**

Paul Cournoyer provided background information on the four Chapter 90 reimbursement requests related to the Main Street project in South Grafton.

A motion was made by Ms. Roy and seconded by Ms. DeFazio the Board vote to authorize the Chairman to sign the four Chapter 90 reimbursement requests related to the Main Street Project as follows: \$281,492 for design work performed by VHB; \$8,500 for VHB work to create parcel exhibits; \$24,750 for A.M. Appraisal Associates; \$15,525 for Gould Title Company. The motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye; Carlson, aye.

### **VOTE TO SIGN CHAPTER 90 FUND REQUEST FOR WORK RELATED TO ENGINEERING AND DESIGN OF STOWE ROAD CULVERT REPLACEMENT PROJECT**

Paul Cournoyer provided background information on work related to the engineering and design of the Stowe Road culvert replacement project.

A motion was made by Ms. Roy, seconded by Mr. Prisby the Board vote to authorize the Chairman to sign the Chapter 90 Fund Request in the amount of \$12,105 for work related to the engineering and design of the Stowe Road culvert

111 replacement project. The motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye;  
112 Often, aye; Prisby, aye; Carlson, aye.

113  
114 VOTE TO SIGN CHAPTER 90 FUND NEW PROJECT REQUEST FOR ENGINEERING  
115 AND DESIGN IMPROVEMENTS AND GEOMETRIC CHANGES TO RT 30, NORTH  
116 MAIN, EAST STREET INTERSECTION

117 Paul Cournoyer provided information on the work being done at the intersection of  
118 RT30, North Main, and East Street. This work is being done in conjunction with the  
119 Grafton and Upton Railroad (GURR). The request is for \$52,805 and will be  
120 combined with a \$225,000.00 grant received by the G&U railroad. The Town will be  
121 paying for the project and the GURR will be reimbursing the town when the work is  
122 complete and the grant is received. Mr. Cournoyer confirmed East Street would  
123 remain two-way.

124  
125 Ms. Roy made a motion seconded by Ms. DeFazio the Board vote to authorize the  
126 Chairman to sign the New Project Request for the engineering and design of signal  
127 improvements and geometric changes to the route 30, North Main, and East Street  
128 intersection to be completed by PARE Corporation in the amount of \$52,805. The  
129 motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye;  
130 Carlson, aye.

131  
132 VOTE TO SIGN CHAPTER 90 FUND REQUEST AMENDMENT FOR  
133 CONSTRUCTION RELATED SERVICES BEING PERFORMED BY VHB ON MAIN  
134 STREET PROJECT

135  
136 Paul Cournoyer provided background on this \$95,000.00 Project Request  
137 Amendment for VHB. It is an amendment needed for construction related services  
138 required during the Main Street project.

139  
140 Ms. Roy made a motion, seconded by Ms. DeFazio the Board vote to authorize the  
141 Chairman to sign the Project Request Amendment for VHB in the amount of \$95,000.  
142 The motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby,  
143 aye; Carlson, aye.

144  
145 Teri Turgeon was brought into the meeting as she had raised her hand to ask a  
146 question. She expressed concern at how long her hand was raised before being  
147 recognized. She asked the Board reconsider the new Q&A process to allow for more  
148 public participation. Ms. Roy stated allowing public participation is not required under  
149 Open Meeting Law; it is left to the discretion of the Chairman.

151 VOTE TO SIGN CLIENT AUTHORIZATION WITH TEC ENGINEERING GROUP

152 Paul Cournoyer provided background on the Client Authorization with TEC  
153 Engineering Group for design work associated with a \$100,000.00 grant for the  
154 replacement of the small bridge carrying Fitzpatrick Road over Cronin Brook.

155 Ms. Roy made a motion, seconded by Ms. DeFazio the Board vote to authorize the  
156 Chairman to sign the Client Authorization with TEC Engineering Group. The motion  
157 passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye; Carlson,  
158 aye.

159  
160 **RESIGNATIONS**

161  
162 RETIREMENT OF MIKE MILLS AS DEPUTY CHIEF OF GRAFTON FIRE  
163 DEPARTMENT

164  
165 Ms. Roy made a motion seconded by Ms. DeFazio the Board vote to accept the  
166 resignation due to retirement of Mike Mills as Deputy Chief of Grafton Fire Department  
167 and to send him a letter thanking him for his many years of service to the Town. The  
168 motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye;  
169 Carlson, aye.

170  
171 DISABILITY COMMISSION – ROBERT PERLA

172  
173 Ms. Roy made a motion seconded by Ms. DeFazio the Board vote to accept the  
174 resignation of Robert Perla from the Disability Commission effective immediately and to  
175 send him a letter of thanks. The motion passed 5-0 by roll call vote: Roy, aye;  
176 DeFazio, aye; Often, aye; Prisby, aye; Carlson, aye.

177  
178 **APPOINTMENTS – SELECT BOARD**

179  
180 CAPITAL IMPROVEMENT PLANNING COMMITTEE – MATHEW OFTEN

181  
182 Ms. Roy made a motion seconded by Ms. DeFazio the Board vote to appoint Mathew  
183 Often to the Capital Improvement Planning Committee as an at large member for an  
184 indefinite term. The motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often,  
185 aye; Prisby, aye; Carlson, aye.

186  
187 TRUSTEES OF SOLDIERS AND SAILORS MEMORIALS – BOB DETOMA

Ms. Roy made a motion seconded by Ms. DeFazio the Board vote to appoint Bob DeToma to the Trustees of Soldiers and Sailors Memorials for a three-year term to expire on June 30, 2023. The motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye; Carlson, aye.

## **NEW BUSINESS**

### **VOTE TO TRANSFER DEED FOR 25 WORCESTER STREET TO AFFORDABLE HOUSING TRUST**

Mr. Prisby made a motion, seconded by Ms. DeFazio the Board vote to sign the deed for 25 Worcester Street. The motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye; Carlson, aye.

### **CHAPTER 61A WITHDRAWAL 93 NORTH STREET VOTE ON RIGHT OF FIRST REFUSAL**

Mr. Carlson stated this is a small parcel of land being removed from Chapter 61 to attach to the homestead which is for sale. The Engvall Family has donated the remaining 16.97 acres to the Town of Grafton.

Ms. Roy made a motion, seconded by Ms. DeFazio the Board vote to not exercise its right to purchase the 19,271 sq. ft. portion of land, Map 47 Lot 49, of 93 North Street. The motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye; Carlson, aye.

## **SELECT BOARD REPORTS**

Ms. DeFazio stated the Library Building Committee met and the building is on time. The rear parking lot has been paved and the goal is to have the exterior work completed by winter with an opening in June 2021. She added that the Building Committee has approved a few change orders.

Mr. Prisby stated the Affordable Housing Trust met and reviewed a proposal from Ray Mead for a development and park in the Perry Hill area. The Trust will be meeting again next month. He provided information on the rental assistance established by the Trust. He Grafton Sustainability Commission will be meeting next Thursday.

Mr. Carlson welcomed Mr. Terenzini as the Temporary Town Administrator. He provided some background on the work he will be doing.

## **TOWN ADMINISTRATOR REPORT**

Mr. Terenzini provided an update on items he has been doing since becoming the Temporary Town Administrator.

## **CORRESPONDENCE**

There was no correspondence.

## **DISCUSSION**

### **FIRE DEPARTMENT AND CHARTER/BY LAW AMENDMENTS REGARDING FIRE STUDY**

Mr. Terenzini reviewed the three ways a Fire Chief can be appointed. He stated he found inconsistencies in the Charter and the State Fire Statute as it relates to the Fire Chief position. The Statute calls for the Board of Engineers to appoint the Fire Chief, but the Charter states it is a Town Administrator appointment. He then explained the differences between a strong chief and a weak chief.

Mr. Terenzini has worked with Marc Terry, Labor Counsel on the contradiction between the Statute and the Town Charter. He and Mr. Terry feel this contradiction needs to be addressed before any further work is done on the Fire Chief Transition. He then reviewed the various ways the contradiction could be fixed.

He stated the Select Board needs to determine if they wish to continue to have the Town Administrator appoint the Fire Chief with the Boards affirmation, or will the Select Board appoint the Fire Chief.

He urged the Select Board to not seek passage of the Strong Chief Statute at the Fall Town Meeting as the Town would have a statute in direct conflict with the Charter. He added that he and Counsel need direction from the Board on this matter.

In order to amend the Charter, action will need to be taken at the Fall Town Meeting to ensure there is proper time, per the Statute, before the Town Election, as the change will need to be placed on the ballot.

He agreed to put together a document outlining all of this information for consideration at the next Select Board meeting. He requested the Board forward to him any questions they may have on this so that they can be addressed at the next meeting. In order to take any action at the Town Meeting, the Board needs to formulate their decisions around this soon.

Ms. Roy stated she is in favor of adopting a Strong Chief and would like to take the action that moves towards that in the least amount of time.

Mr. Often would like to move forward with the Charter amendment and initiate it at Fall Town Meeting. He would like to explore options at Town Meeting to get the publics opinion. He is concerned about the Strong Chief and the potential of it creating another

266 budgetary silo in the town. He does not feel the Board of Engineers is the right option  
267 for the Town. A by law could then be brought to the Spring Town Meeting that would go  
268 into effect of the Charter change passes at the ballot.

269 Mr. Prisby stated he would like to have a discussion with the Fire Chief and the Fire  
270 Study Committee next week in order to ask questions.

271 Mr. Terenzini confirmed that whether the Board decides on a Strong Chief or not, the  
272 Charter needs to be amended due to the conflict identified. He added that he  
273 recommends a position similar to the Strong Police Chief. He finds this a more middle  
274 of the road option between the weak and strong Fire Chief.

275 Ms. DeFazio would like to meet with the Fire Study Committee again and hear their  
276 thoughts on the Strong Fire Chief versus a role more like the Strong Police Chief.

#### 277 FY22 GOAL SETTINGS AND FY21 PRIORITIES

278 Ms. DeFazio stated a goals meeting has been set up for September 16<sup>th</sup>. She added  
279 using the goals setting documents provided by Mr. Terenzini will allow the Board to be  
280 more focused.

281 Mr. Terenzini reviewed with the Board the goals setting document he forwarded to them  
282 over the weekend.

283 The Board agreed they should meet in person for this goal setting session

284 Mr. Carlson agreed to have the agenda template submitted by Ms. Roy on the next  
285 meeting agenda. He screen shared the document which will be discussed next  
286 Tuesday.

#### 287 288 **MEETING MINUTES**

289  
290 Ms. Roy made a motion seconded by Ms. DeFazio the Board vote to accept the  
291 meeting minutes of August 11, 2020 as presented. The motion passed 5-0 by roll call  
292 vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye; Carlson, aye.

293  
294 Ms. Roy made a motion seconded by Ms. DeFazio the Board vote to accept the  
295 meeting minutes of August 25, 2020 as presented. The motion passed 5-0 by roll call  
296 vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye; Carlson, aye.

297  
298 Mr. Carlson reminded the Board he would like agenda item requests to him by Thursday  
299 mornings.

300  
301 Mr. Carlson stated there was no need for the Board to enter into Executive Session.

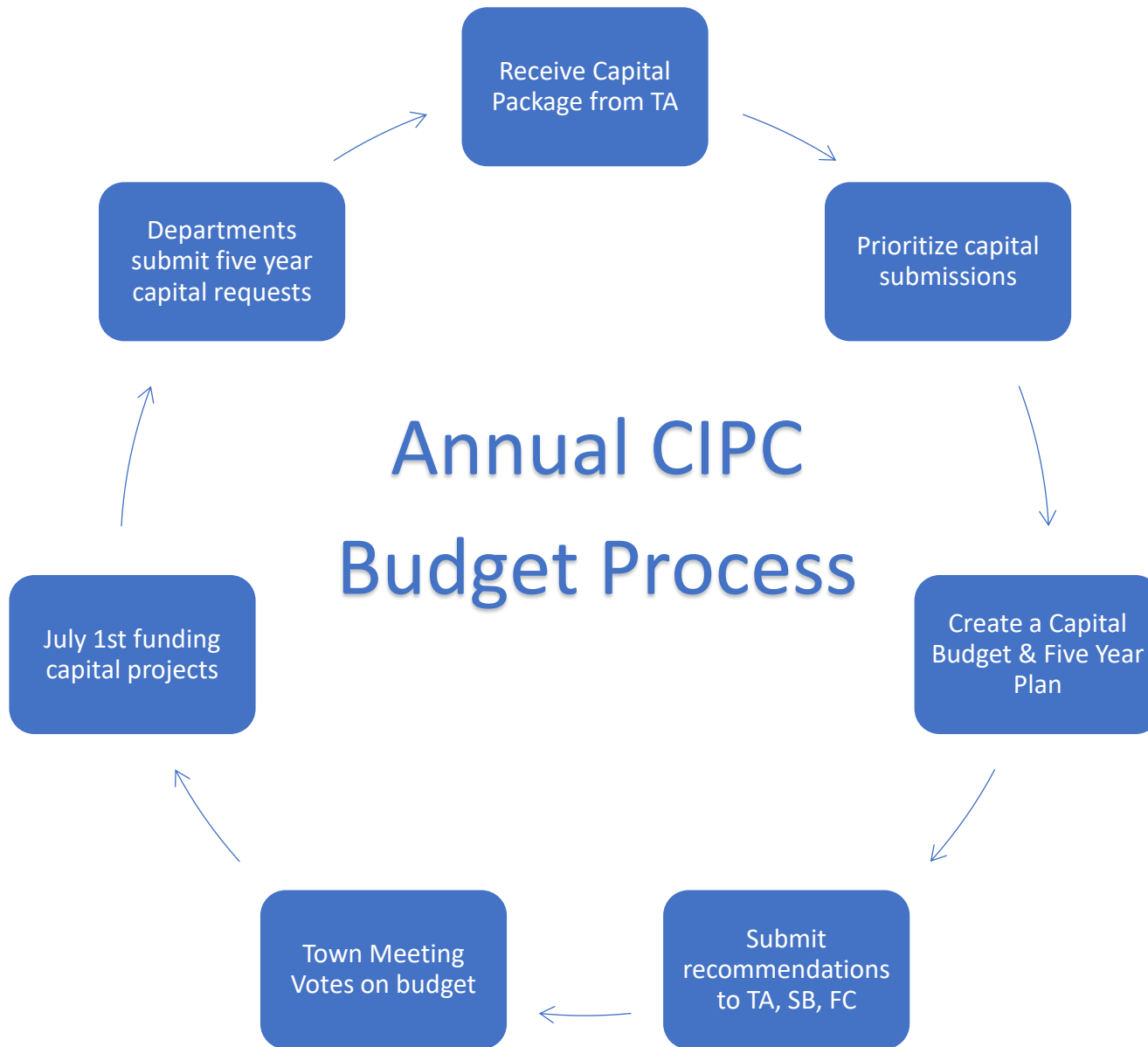
#### 302 303 **ADJOURN**

304

At 10:04PM a motion was made by Mr. Prisby, seconded by Mr. Often to adjourn the meeting. The motion passed 5-0 by roll call vote: Roy, aye; DeFazio, aye; Often, aye; Prisby, aye; Carlson, aye.

Respectfully submitted,  
Joann Duncan  
Assistant to the Select Board

A video of the entire meeting can be viewed at:  
<https://www.youtube.com/watch?v=e6K91jcpSu8>



## **Capital Improvement Planning Committee**

### **Purpose**

The committee shall study the requirements and needs for Capital Improvement in the Town of Grafton. The committee shall advise the Town Administrator, Select Board, and Finance Committee on the results of its work.

### **Establishment and Membership**

There shall be a Capital Improvement Planning Committee, henceforth abbreviated CIPC, comprising seven (7) members. Three (3) members shall be chosen by their respective boards as follows; one member each from Finance Committee, School Committee and Select Board; and four citizens at-large appointed by the Select Board. Each citizen-at-large member shall serve a three (3) year term. The Town Administrator and Superintendent of Schools, or their designated representatives, will be non-voting members. All voting members shall choose committee officers, shall set committee's procedures and shall serve without pay. Any vacancies shall be filled in the same manner as the original appointment and persons appointed to fill vacancies shall serve for the remainder of his predecessor's term of office.

### **Definitions**

- A. Capital Improvement  
Any acquisition, lease of land, building, or motor vehicles  
Any acquisition or lease of any single item of equipment with a total cost of \$10,000 or more, and a substantial useful life of at least (5) years  
Any construction, reconstruction, replacement, extension or other improvement of public buildings, highways, sidewalks, storm drains, sewerage installation, playgrounds, parks and substantially similar public works or for a facility, structure or a utility appurtenant to any of the same with a total cost of \$10,000 or more.
- B. Capital Budget. A one (1) year plan of estimated capital improvements and the method of financing them.
- C. CIPC Five Year Plan. An annual report assembled by the committee including prioritized recommendations for capital improvements for the following five (5) fiscal years to be submitted to the Finance committee, Select Board and Town administrator for consideration and preparation of the Capital Budget.
- D. Capital Package. All capital project submission forms completed by departments and submitted to the Town Administrator to be reviewed by the Capital Improvement Planning Committee.

### **Duties**

The Capital Improvement Planning Committee is charged with carrying out the following duties, as appropriate, to fulfill its purpose:

- A. Maintain the CIPC Five Year Plan

- B. Review all requested capital projects in the Capital Package with Town Administrator
- C. Recommend an annual Capital Budget to the Select Board
- D. Collect additional capital project information, regardless of funding, as needed outside the budget process
- E. Track the delivery of the approved capital projects
- F. Research best practices related to capital improvement planning
- G. Any other relevant initiatives related to capital planning

#### **Capital Request Submission Requirements**

- A. All proposed capital improvements shall be submitted by departments in writing to the Town Administrator for inclusion in the capital improvement program.
- B. The Town Administrator compiles all submission requests into a comprehensive Capital Package. The capital package is given to the CIPC for review, including all original submission forms received from departments. The Capital Package shall be provided to the CIPC in sufficient time **(should we include a date? For example: by September 1<sup>st</sup> or 90 days before deliverable deadline of Capital Budget and Five-Year Capital Plan)** for the committee to provide its recommendations to the Select Board and Town Administrator so they can fulfill the requirements of 6-7 in the Town Charter.

## **BOARD OF SELECTMEN CHARGE**

<b>NAME:</b>	Capital Improvement Planning Committee
<b>MEMBERSHIP:</b>	7 Members One Select Board Member, One Finance Committee Member, One Member of the School Committee, and Four Members-at-Large
<b>TIMETABLE:</b>	To begin upon appointment for an indefinite term or until the Committee has met its charge and disbanded by the Select Board.

**SECTION 1:** The Select Board shall establish and appoint a committee to be known as the Capital Improvement Planning Committee, composed of 7 members including one member of the Select Board, one member of the Finance Committee, one member of the School Committee, and four residents of the town appointed by the Select Board. The committee shall choose its own officers.

**SECTION 2:** The committee shall study proposed capital projects and improvements involving major, nonrecurring, tangible projects and assets which:

1. Are purchased or undertaken at interval of not less than five years
2. Have a useful life of at least 5 years
3. Cost over \$10,000

The committee shall consider the relative need, impact, timing, and cost of these expenditures and the effect that each will have on the Town's financial position

**SECTION 3:** The committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year. The committee shall establish and maintain a Five-Year Capital Improvement Plan with a comprehensive view of all current, planned, and requested Town capital spending. The report shall be submitted to the Select Board for its consideration and approval. The Board, through the Town Administrator, shall submit its approved capital budget to the annual town meeting for adoption by the town.

**SECTION 4:** The committee's report and the Select Board's recommended capital budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The committee shall deposit its original work with the Town Clerk.

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

30 Providence Road \* Grafton, MA 01519 \* (508) 839-5335

[terenzinic@grafton-ma.gov](mailto:terenzinic@grafton-ma.gov) \* [www.grafton-ma.gov](http://www.grafton-ma.gov)

**TO:** SelectBoard

**FROM:** Carter Terenzini, Temporary Town Administrator

**RE:** FY '22 Goal Setting & FY '21 Priorities Retreat

**DATE:** August 30, 2020

**CC:** R. Meekins; file

*Carter*



While we have yet to finalize the matter of any needed adjustments to the FY '21 budget arising out of the impact of COVID upon state aid or other projections, the FY '22 budget season is upon us already. Further, I lack the institutional knowledge or – at this time a comprehensive project listing – to know what your relative priorities are for the next few months. While these are of import in any year, the first for shaping the upcoming budget and the second in allocating staff resources, the uncertain times we are in make them of even greater import. I am hopeful it may also help reduce the time needed for your incoming permanent hire to orient themselves to your sense of direction.

I am therefore requesting the Board set aside an evening, or other time convenient for the members, to retreat from the detailed discussion of decision items to – instead – focus on its desired outcomes over the next few years. Those desired outcomes are refined into a single document for your action (See Page 46 if you [Click Here](#)) and referred to the Departments in a Budget Guidance memo (See Page 6 if you [Click Here](#)) for their planning for their use in planning (See Page 109 et al if you [Click Here](#)). The examples here are not necessarily the most sophisticated (one can find multiple more by a simple internet search of the phrase Select Board or Selectmen Goals Town of) but it does give a small window into how one Town has come to believe is best for their budget planning and effective management of its resources.

Further, as new items come up during the course of the year a work-plan is a constant reminder of the limits of staff resources and can cause the realization that a new unanticipated event or task may not be feasible to undertake or that staff resources may need to be diverted from existing goals.

While our COVID restrictions will prevent much of the ease of “white boarding” all of the ideas visibly at the same time, and interaction between Board members that can lead to dynamic brainstorming, I do believe we could still be very successful even in a Zoom format.

Subject to your pleasure, the format follows somewhat along the lines of the attached Draft worksheets.

**Town of Grafton  
Select Board  
FY '22 Goal Setting  
&  
FY '21 Priority Setting  
Workshop**

- 1. List three major accomplishments of the Board over the last year.**

N/A this first year

- 2. List a major learning experience for you over the last year.**

N/A this first year

- 3. List three steps you believe the Board can take to become more effective between its members and within the organization.**

- 4. List three steps you believe the Board can take for it and the organization to become more effective with its customers and residents.**

- 5. List three specific goals you hope to accomplish during FY '22.**

- 6. Imagine this is your first year on the Board. List three additional goals you hope to accomplish in the following two fiscal years.**

**With respect to the bottom-line dollar expenditures for the FY '22 budget, assuming revenues are not dramatically impacted by the economic cycle, would you prefer to (put an "X" in one box):**

- ☐ Put forth a level funded budget (i.e. Same bottom line as FY '21); or
- ☐ Put forth a level services budget (i.e. Same services as you currently provide); or
- ☐ Put forth a services budget as adjusted only up or down by your goal setting.

**With respect to current service offerings, should you need to make cuts in the budget to either adjust for revenues dramatically impacted by the economic cycle or a decision to implement a level funded budget, do you prefer to; (put an "X" in one box):**

- ☐ Offer a full range of services the community desires even if it is at the barest level;

Or

- ☐ Offer a lesser range of services but do so at a level where the staff is supported with appropriate professional development, material, and equipment and facilities that are well maintained and operating within their useful life spans.

**Using the numbers 1 through 10 (with 10 being the service you would most be willing to invest in and 1 being the service you would least be willing to invest in) please rank how you think the Town should prioritize its available resources.**

\_\_\_Education

\_\_\_Administration and Finance

\_\_\_Development Services (Planning, Advocacy of Development, & Inspectional Services)

\_\_\_Public Works

\_\_\_Building & Grounds (Includes Cemetery & Parks)

\_\_\_Public Safety

\_\_\_Library

\_\_\_Veterans Services

\_\_\_Senior Services

\_\_\_Recreation

**Finally, for FY '23, What improvements can we make to this process for next year to make it more meaningful for you?**

**For the current Fiscal Year, what are the three issues that will give you the greatest satisfaction to say this Board resolved or completed. PLEASE put them in the order of your personal priority.**

- 1.
- 2.
- 3.

## **10. ON GOING ISSUES -FOR REVIEW AND INFORMATIONAL PURPOSES**

- Select Board Policies
- Election Audit
- Grafton Strong Marketing
- Local Tax Relief Committee
- Library Building Project
- Tri-Com
- Town Accountant Position
- Fire Chief Transition Plan
- Fire Inspector Position
- Adams Road
- 4LEAF Permitting Update
- DPW Building Project
- MCO Rental Relief
- Creation of Charge for Land Database
- Upton Street RFP
- FAQ For TA Search Committee for Town Website
- TA Search Committee